

7 November 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (31 October - 6 November 1985)

A. WORK IN PROGRESS

2. \*HISTORICAL REVIEW PROGRAM ACTIVITIES. Representatives from the Classification Review Division (CRD) devoted 32 man-days at the AARC searching and sampling records of the Central Intelligence Group for material suitable for inclusion in the CIA Historical Review Program (HRP). Unfortunately, these efforts yielded only one linear foot of records meeting HRP requirements. Two lessons have been learned, however, that should prove valuable in the future. First, a two-year period is not long enough to isolate a coherent group of records. Second, records of the 1940's are not as well identified as the records of our present organization. Moreover, there are few CIA officials with personal memories of that period who can help in locating records.

3. TRIS. To expedite TRIS information to users regarding procedural and other changes, the Data Base Administrator in the Information Resources Management Division (IRMD) is distributing TRIS notices via AIM. In addition, a paper copy of each notice will be distributed until all component records management officers become AIM users. AIM also will be used to disseminate other types of records management information.

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IRMD is preparing to generate a hard copy report from the TSCADS sub-system of TRIS for the Directorate of Operations' Information Management Staff (IMS). The report will be used by IMS personnel to assist in their quarterly inventory of TS collateral document holdings.

4. TS DOCUMENT SEARCH AND AUDITING. The search for unaccounted for TS collateral documents continues. In the retired records of the Office of the DDI, 83 cubic feet of material were searched and 328 TS documents were located; 281 of these are charged to O/DDI and 47 require follow-up research. Discussions are underway with Directorate RMOs about using annuitants to search for unaccounted for TS documents in their components.

During the reporting period, audits of TS holdings were conducted in the Offices of Personnel, Communications, and Logistics. With the exception of one document in the Office of Logistics, all of the material requested for sampling was located. No problems were identified in the procedures for handling and keeping track of the material.

5. OFFICE SURVEYS. Draft reports on the information management surveys of the Office of Legislative Liaison and the Intelligence Community Staff have been prepared. IRMD has begun a survey of information management practices and registry operations in the Office of Communications (OC). The survey began in the [redacted] Information Services Center and will focus on OC's information flow and requirements.

B. SIGNIFICANT ACTIVITIES AND EVENTS.

1. RECORDS TRAINING. As part of the continuing effort to enhance the skills of MI careerists, IRMD sponsored a special running of the General Services Administration's Forms Analysis and Design course. At its conclusion, the Agency Forms Management Officer from IRMD briefed the attendees on the Agency forms program and identified problem areas. IRMD will sponsor another running of this course in the spring.

2. CLASSIFICATION/DECLASSIFICATION REVIEW ACTIVITIES. The Chief of the Department of State's Classification/Declassification Center (CDC) met with the Director of Information Services and Chief, CRD. The meeting focused on the Agency's responsibility to review drafts of the publication, FOREIGN RELATIONS OF THE UNITED STATES, and to explore ways the review can be accomplished more rapidly. Chief, CRD explained CIA's efforts to maintain consistency in review decisions, including the use of the Released Information Management System (RIMS), an automated data base that records the results of CRD reviews.

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4. REGULATORY POLICY DIVISION ACTIVITIES. The Office of General Counsel (OGC) initiated a revision of [REDACTED]

[REDACTED] OGC believes that incorporating this authority in the regulations is of primary importance. The Regulatory Policy Division (RPD) pointed out to OGC that authority for such releases already has been delegated in the regulations to certain other components. RPD, nevertheless, is preparing the proposed revision for circulation to the Agency coordinators.

5. VISITORS AT AARC. There continues to be a large number of visitors to the AARC. Twenty members of the current Agency CT class visited on 29 October to receive a briefing and tour. On 31 October, eight cartographers from the Office of Current Production and Analytic Support were briefed on AARC operations. They were attending a conference and took the opportunity to tour the facility.

6. IPD ACTIVITIES. The backlog of initial cases continues to fall. It is now at 1853. Among the recent requests is one for information on

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6 November 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (30 Oct - 5 Nov 1985 )

- | 1. | <u>The Week in Review</u> | <u>30 Oct - 5 Nov 1985</u> | <u>1985 Weekly Average</u> |
|----|---------------------------|----------------------------|----------------------------|
| a. | New cases                 | 51                         | 54.6                       |
| b. | Cases closed              | 92                         | 78.9                       |
| c. | New appeals logged        | 0                          | 2.7                        |
| d. | Appeals closed            | 4                          | 1.7                        |
| e. | Manpower (man-weeks)      | 88.2                       | 100.0                      |
2. Current Backlogs
- a. Initial requests - 1853
  - b. Requests in administrative appeal - 183
  - c. Requests in litigation - 77
3. Spotlighted Requests

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STAT IPD/[ ] (6 November 1985) (FINAL)  
Distribution:  
Orig - Adse  
1 - DCI/DDCI/Executive Director  
1 - DCI History Staff  
1 - DDI  
1 - DDO  
1 - DDS&T  
5 - OIS  
1 - C/PAO  
1 - Comptroller  
1 - IG  
1 - OGC  
1 - OLL  
1 - OP  
1 - OL  
STAT 1 - C/IMS, [ ]  
1 - DDO/IRO  
STAT 25 - DDO/IMS, [ ]  
1 - DDI/IRO  
1 - DDA/IRO  
1 - IC/IRO  
1 - OTE/MAT  
1 - OIS/LA  
1 - IRG/OS  
1 - IPD Subject  
1 - IPD Chrono  
1 - IPD Reading Board  
1 - HGH

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5 November 1985

MEMORANDUM FOR: Director of Information Services

FROM:



Acting Chief, Classification Review Division

SUBJECT: Weekly Report, 30 October - 5 November 1985

1. Dwight Ambach, Chief of the State Department's Classification/Declassification Center, Systematic Review Section, met with Chief, CRD and Director, OIS on 4 November. Mr. Ambach is the fifth chief of CRD's State counterpart to hold that position during the last three years. There is considerable pressure on CDC to adhere to the thirty-year schedule for publication of the Foreign Relations of the United States (FRUS) series. To achieve this, future volumes of the FRUS will be kept shorter and more concise, and a conference with other government agencies is planned at which ways to expedite the coordination and review process will be discussed. Mr. Ambach expressed a particular interest in developing ways to ensure a greater degree of consistency in the way a particular topic is treated from one volume of the FRUS to another. Chief, CRD discussed CIA's efforts to achieve consistency in its review decisions, including the use of RIMS.

2. From 16 through 31 October, the Historical Review Branch devoted 32 man-days at the AARC to searching and sampling CIG records, in the custody of the DO, seeking material suitable for inclusion in the CIA Historical Review Program. The searches examined 280 cartons/boxes for records that reflected CIG's institutional development, policy-making processes and finished intelligence reporting. Unfortunately their efforts yielded only one linear foot of records fitting those requirements. This initial effort to locate suitable records for the program taught the following relevant lessons:

a. A two-year period to govern a given records search is impractical since CIA records are not organized in ways that allow the isolation of coherent groups of records for that short a period. We should adopt a five-year period to improve our odds for finding sufficient suitable material for the program.

b. Controls over records of the 1940's are chaotic. They are poorly accounted for in the modern CIA records holding systems, and there are few CIA officials left with personal memories of the records' locations. We are sure to encounter numerous practical problems in searching such old records and should form our expectations for progress in the Historical Records Program accordingly.

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5 November 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (30 October - 5 November 1985)

1. Work in Progress

25X1 a. Machine-Readable Records. Messrs. [REDACTED]  
25X1 and [REDACTED] Information Management Branch, continue to assist  
25X1 [REDACTED] Records Management Officer, Office of Finance  
(OF), in his efforts to complete a draft version of OF's  
25X1 machine-readable records schedule. Messrs. [REDACTED]  
25X1 [REDACTED] met with [REDACTED] Data Conversion Branch,

Information Management Division, OIT, on 1 November to discuss the  
Four Phase Minicomputer System used to record and transmit updates  
to the Non-Official Cover Payroll System. The IMB representatives  
are arranging additional meetings with OIT personnel responsible  
for the operation and maintenance of OF systems to provide more  
25X1 information [REDACTED]

25X1 b. TRIS. [REDACTED]  
Information Technology Branch, conducted another training session  
on the CDOCS portion of TRIS. Ten students participated in this  
training. Another ten students will be trained in these procedures  
on 6-7 November in what is hoped will be the last formal training  
class on CDOCS.

25X1 [REDACTED] Data Base Administrator, OIS, has  
initiated the distribution of TRIS notices on the AIM system. The  
goal is to quickly and easily notify TRIS users of procedural  
changes, problems, etc., while minimizing the amount of paper  
generated to support the system. A paper copy of each notice will  
be distributed for a time. When all component RMOs become AIM  
users, the paper copy of the notices will be discontinued. This  
method of communication will also be used to disseminate other  
types of records management information, including information on  
meetings, training opportunities, coming events, etc.

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25X1 c. TS Documents. OIS annuitant, [ ] continues to search the retirement jobs of the Office of the DDI for missing Top Secret collateral documents. During the week, he reviewed 83 cubic feet of material, locating 328 TS documents, 281 of these were charged to O/DDI and 47 required follow-up research in the Document Accountability Section. [ ] and 25X1 [ ] DAS, are carrying out this research, as well as 25X1 making adjustments in the holdings assigned to offices based on [ ] findings. Discussions are underway with Directorate 25X1 Records Management Officers about using the other two OIS annuitants to search for unaccounted TS documents in their components.

25X1 During the week, [ ] ICB, conducted audits of the TS holdings of three components: the office of the Deputy for Employment and the Information and Analysis Division of the Office of Personnel; the Office of Communications; and the Office of Logistics. These inspections were part of OIS' annual audit of TS collateral documents held in all components. With the exception of one document that could not be located in OL, all of the material requested in this sampling of holdings was produced by the components. In addition, no major deficiencies were identified in the procedures for handling and keeping track of these documents.

25X1 d. TRIS/TSCADS. [ ] Chief, DAS, Information Control Branch, is preparing a requirement statement for the Information Technology Branch, so it can generate a hard copy report from TSCADS for the DO's Operations Group. The report will be used by IMS personnel during their quarterly inventory of document holdings. As a followup to an earlier request, ITB has 25X1 provided [ ] with revised procedures to be used in processing information on component holdings in TSCADS. The type 25X1 of information provided by the procedures will be useful to all TS control officers and [ ] will request that the procedures be loaded into the new TSCADS.

25X1 e. Office Surveys. Members of the Information Control Branch completed draft reports on the results of their information management survey of the Office of Legislative Liaison and on their review of the registry operations at the Intelligence Community Staff. After these reports have been reviewed and edited, they will be submitted to the surveyed offices with appropriate 25X1 recommendations. While these reports are being finalized, [ ] have begun a survey of information 25X1 management practices and registry operations in the Office of Communications. Their efforts began in the [ ] Information Services Center, so they could learn more about the office's information requirements and flow.

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2. Significant Events and Activities

25X1 a. Computer Tape Storage. [redacted] and  
 25X1 [redacted] IMB, met with [redacted] RMO, Office of Information  
 25X1 Technology, and [redacted] Chief, General Operations Branch,  
 Data Center Management Division, OIT, to discuss OIS efforts to  
 schedule Agency machine-readable records and OIT's growing problem  
 of controlling the creation and storage of information on magnetic  
 media. The discussion centered on requiring data custodians to

25X1 [redacted]  
 25X1 [redacted] The meeting  
 also addressed the need to add component RMOs to the approval  
 process for new ADP applications. With front-end RMO review,  
 retention and disposition instructions can be assigned before  
 information is entered into a system. OIT also suggested that RMOs  
 be added to the checkout process for employees who resign, retire,  
 or are re-assigned, so that an employee owning tapes would transfer  
 their ownership or authorize their disposal prior to his/her  
 separation from the component. IMB will continue to meet with OIT  
 in an effort to eliminate unnecessary retention of magnetic media  
 and to provide better control and management of the information in  
 Agency computer systems. Guidance will be developed for RMOs on  
 how to deal with these issues.

25X1 b. Records Training. As part of our continuing effort to  
 enhance the skills of MI careerists, IRMD sponsored a special  
 running of the General Services Administration's Forms Analysis and  
 Design course in the Ames Building. After the formal course was  
 completed, [redacted] Agency Forms Management Officer, briefed  
 the group on the Agency forms program and identified problem  
 areas. Course critiques from the 20 officers who attended  
 indicated that both the content and the instructor were well  
 received. IRMD will sponsor another running of this course in the  
 spring, and in the meantime will solicit names of potential  
 participants from Directorate Records Management Officers.

25X1 c. OSS Records. A request to transfer an additional  
 87 cubic feet of OSS records covering OSS War Diary, European  
 Theater of Operations, Washington/Field Office Miscellaneous  
 Records, and OSS Operations--Mediterranean and Burma has been  
 submitted to the National Archives and Records Administration.  
 This will be the ninth increment of OSS records transferred to NARA.

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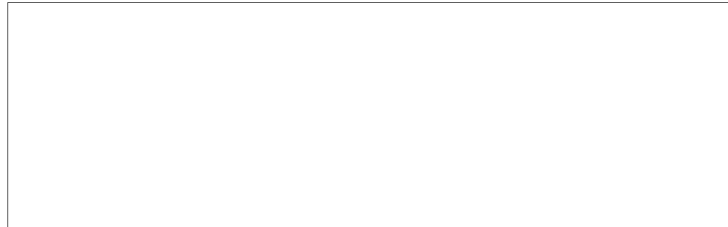
possible sites for this facility. It was initially thought that the space adjoining the Communications Equipment Room (CER) on the first floor would be the most suitable location. Further discussions revealed that the room housing CER itself would be the best site. The OIT representatives indicated their willingness to turn over the CER space for an ISC, provided that ISC personnel would assume responsibility for changing the cryptological devices in the room. Now that a potential location has been found, ICB members will meet with component focal point officers to bring them up to date on this and other developments on the proposed facility. The meeting will also determine their willingness to support [REDACTED]

f. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 27 additions, 5 changes, and 1 deletion.
ARCINS:	Jobs received/edited: 12. Jobs keyed: 13 consisting of 5,104 entries. Jobs completed: 23.
Accessions:	Received 21 jobs totaling 152 cubic feet.
References:	Serviced 2,779 requests for records.
Special Runs:	One to OGC.

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25X1 Other: There continued to be a large number of visitors  
25X1 to the Center. Twenty members of the current CT class visited the  
Records Center on 29 October. After a briefing on Records Center  
operations, by [REDACTED] the students were escorted on a tour of  
the facility by [REDACTED] In addition, [REDACTED] Office of  
Current Production and Policy Support, DI, brought eight CPAS  
cartographers to the Center in conjunction with his on-going review  
of map negatives used in DDI intelligence reports. The  
cartographers were briefed on 31 October prior to a conference they  
were attending [REDACTED]



C-O-N-F-I-D-E-N-T-I-A-L

05 October 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 30 October  
through 05 November 1985

1. RPD is currently processing 134 jobs, a decrease from last week reflecting the publication of 20 issuances for this period. A number of recent proposed issuances have received priority and immediate attention in the Division including

These two issuances were brought to RPD at 4 p.m. on

31 October with a request from OP for DDA approval on the same day. They had been reviewed in OP and were given quick editorial review in RPD to correct format, prepare requisitions and memoranda to the DDA and DDO to obtain approval to publish. The editor delivered them to the Insurance Branch to be handcarried to headquarters to the DDA and DDO and then to P&PD for printing and distribution. reviewed and edited these issuances in a little over an hour; they were published on Monday, 4 November, the start of the open season.

2. Also published was EB No. 1296, Stop Smoking with Self Hypnosis. RPD was advised that OMS has received a full subscription of Agency employees planning to attend its stop-smoking clinic.

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C-O-N-F-I-D-E-N-T-I-A-L

25X1 3. EB No. 1305, Health Benefits Open Season Symposium, was received  
25X1 on the afternoon of 4 November. [ ] gave this issuance  
25X1 priority attention in its review and editing, prepared it for DDA  
25X1 approval, and had it handcarried to the DDA for approval. [ ]

25X1 [ ] on 28 October 1985. This revision is  
25X1 being prepared with printing instructions to P&PD for page proofs. The  
25X1 corresponding [ ] will be prepared for  
25X1 approval by the DDA and DDO, as appropriate. [ ]

25X1 6. Dave Rudgers edited [ ] for DCI  
25X1 approval on an immediate basis in order that it be published to coincide  
25X1 with the 1 November ceremony to lay the new building cornerstone. [ ]

25X1 7. On 31 October, [ ] was advised by an officer in DO/IMS  
25X1 that Central Cover Staff is not sanguine about the current reading of  
25X1 proposed [ ]

25X1 [ ] which is in the coordination process, and will respond  
25X1 with comments. [ ]

25X1 8. An Office of Personnel representative said on 31 October that OP  
25X1 had problems with [ ] These  
25X1 problems were worked out with the Office of Finance and the notice was  
25X1 forwarded to the DDA for approval. [ ]

C-O-N-F-I-D-E-N-T-I-A-L

25X1 9. [ ] was

forwarded to the DCI for approval after RPD made changes to the revision which OL, the initiator, requested based on comments from coordinators.

25X1 10. [ ] provided assistance to an officer in IRMD who is  
25X1 revising [ ] by putting the proposal in  
proper format which also will benefit RPD secretaries when the Division  
receives the handbook for processing. [ ]

25X1 11. The Office of General Counsel initiated a revision of [ ]  
25X1 [ ] to require prior approval by OGC for the  
issuance of any unclassified Agency publication containing an  
organization chart. OGC recognizes that the remainder of the regulation  
is in need of review and updating but believes that incorporating this  
authority in the regulatory system immediately is of primary importance.  
25X1 RPD is preparing [ ] for circulation to Agency coordinators but, as  
pointed out to OGC, such delegations already exist in Agency regulations  
to other than OGC. [ ]

25X1 12. [ ] our chief of research, received a call from  
25X1 [ ] regarding a call he had received from an officer in the  
25X1 Office of Security regarding the proposed [ ]  
25X1 [ ] turned this inquiry from  
OS regarding outside lawyers receiving Agency clearance to C/RPD for  
review and resolution. [ ]

25X1

13. [ ] received EB No. 1304, [ ] Parking

Overflow, from the Office of Logistics on 30 October for expeditious

handling. An attachment to the issuance contained a diagram of parking areas

25X1

around [ ] which was unclear. OL opted to place these sectors  
in various colors for emphasis. The Chief, Cartography Center, CPAS, accepted  
the job to prepare four color plates with the proviso that the accomplishment  
of this work would take one week. OL agreed to this delay because clarity of  
the map takes precedence over early publication. [ ]

25X1

25X1

14. [ ] is attending the Proofreading Course at the Chamber of

25X1

Commerce Building from 4-7 November. [ ] is enjoying a week's  
annual leave in Florida. [ ]

25X1

25X1

[ ]

Attachment



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